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22-3817

ADMINISTRATIVE  
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2 OCT 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Management Advisory Group's  
Suggestion Concerning Scheduling Traffic  
Court Appearances

REFERENCE : Memo dated 25 Sept 1972 to D/Sec from  
DD/S, subject: Meeting with Management  
Advisory Group

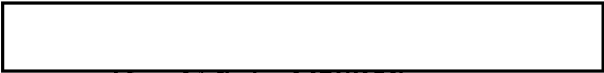
1. This memorandum is for information only.
2. As you know, the U. S. Magistrate was invited by the Agency to hold court in the Headquarters Building in an effort to alleviate our parking and traffic violation problems and as a convenience for our employees. Court otherwise would have been held at the U. S. District for the Eastern District of Virginia in Alexandria, Virginia.
3. If an Agency employee receives a violation notice, he may take one of the following three actions:
  - a. Mail a check or money order for the amount of the fine to the Clerk of the U. S. District Court in the self-addressed envelope provided. This envelope is handled by the Agency mail system, not the U. S. Postal Service.
  - b. Pay the fine in person to the Collateral Clerk, Room 1D-49, Headquarters Building.
  - c. Elect to appear before the Magistrate rather than pay the assessed fine.

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4. The clerk of the court prepares the docket which is closed seven days before the court is scheduled to sit. Any cases submitted after this closing date are held over to the following month. An individual who is scheduled to appear may call the clerk of the court any time up to 24 hours before the scheduled appearance and request that his case be delayed, and these delays are granted almost automatically. Court sessions begin at 1000 hours and are usually completed in less than two hours. The July 1972 session lasted about two and one-half hours because no May and June sessions were held. The Magistrate normally opens the session by advising each individual of his/her rights and asking how they wish to plea. Those who plead guilty are then heard alphabetically and their cases disposed of quickly by their paying the fines imposed. These individuals are then free to go. The remainder of the cases are disposed of alphabetically as the names appear on the docket. The length of each hearing depends, of course, on how many questions the alleged offender has to pose to the arresting officer and how long the Magistrate questions the officer and/or the subject on the case. After the Magistrate makes his ruling, the subject is free to leave. He does not have to remain for the entire session. He does have the right to appeal if he does not agree with the Magistrate's decision. If an individual has an emergency, the Magistrate has, in the past, been extremely cooperative in agreeing to hear this case first.

5. I do not believe that this type court session lends itself to staggered reporting times for Agency employees. This Magistrate, like any Judge, is well aware of his and the court's prerogatives. I feel that if the Magistrate should take exception to any proposed changes in the schedule to his court, we might well find Agency employees losing a good deal more time by being required to appear in court in Alexandria.

  
Howard J. Osborn  
Director of Security

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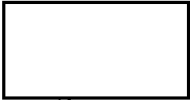
DD/S 72-3685

25 SEP 1972

MEMORANDUM FOR: Director of Security

SUBJECT : Meeting with Management Advisory Group

03  
I met with the Management Advisory Group last week. A question was raised as to whether we could not do something to improve the efficiency of the processing by the court on our premises of traffic "tickets". As described in MAG all employees who elect to appear on a particular day are required to appear at the same time and to stay through the entire proceeding. The logical suggestion was made that perhaps some staggering of reporting times could be arranged in order to limit the total amount of employee time required. It is clearly understood that the Agency is not in charge but it was thought that the Agency might suggest. I would appreciate your educating me on this after you have had a chance to look into the validity of the suggested problem and proposed solution.

  
John W. Coffey  
Deputy Director  
for Support

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